



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPACC4019A Provide access advice on building fitout**

**Release: 1**

## **CPPACC4019A Provide access advice on building fitout**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit specifies the competency required to provide advice on building fitout to achieve optimum access to new and existing buildings. This advice is required in order to inform clients of the appropriate design, materials and placement of fixtures, fitment and furniture which are not regulated under existing building law.

Access consultants must be conversant with the relevant codes and standards that provide information on the placement of fixtures, fitment and furniture to achieve optimum access for people with disabilities. Access consultants must also ensure that they are aware of new products and services available in the marketplace.

### **Application of the Unit**

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This unit of competency supports the access consulting services of providing advice on building renovations and developing designs for accessible buildings.

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

### **Employability skills**

This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Identify the fitout appropriate for the building class.</b>	<p>1.1 The building class is established in accordance with <i>relevant building legislation</i>.</p> <p>1.2 Spaces required to be accessible are determined in accordance with relevant building legislation.</p> <p>1.3 The usual fixtures and fittings required for each space are determined in accordance with relevant building legislation.</p>
<b>2 Provide advice on installation options to achieve access that complies with relevant legislation.</b>	<p>2.1 Advice provided on the appropriate accessibility of each fixture and fitting is based on relevant building legislation.</p> <p>2.2 Advice provided on ancillary trades required for the installation of each accessible fixture and fitting is based on manufacturers' specifications.</p>
<b>3 Prepare the building fitout access report.</b>	<p>3.1 A building fitout access report is prepared for the client in accordance with contractual arrangements and <i>organisational requirements</i>.</p> <p>3.2 The draft building fitout access report is reviewed with <i>appropriate persons</i> in accordance with organisational requirements.</p> <p>3.3 Feedback received from the review process is incorporated and the building fitout access report is completed.</p>
<b>4 Distribute and store the building fitout access report.</b>	<p>4.1 The building fitout access report and associated documentation are prepared in accordance with organisational requirements.</p> <p>4.2 The building fitout access report and associated documentation are forwarded to the client in accordance with contractual arrangements.</p> <p>4.3 A copy of the building fitout access report and associated documentation are recorded and retained for future reference in accordance with organisational and legislative requirements.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

#### Required knowledge and understanding include:

- appropriate personal protective equipment (PPE)
- commonwealth, state and territory anti-discrimination legislation and regulations
- design and construction principles of buildings
- disability awareness
- efficient and effective customer service
- industry codes of practice and ethics
- limitations of work role, responsibility and professional abilities
- nature of building materials and effect of performance
- occupational health and safety (OHS) legislation and procedures
- organisational and professional procedures and business standards
- privacy legislation and confidentiality requirements
- processes for recording data and administering records
- processes for interpreting reports, working drawings and specifications
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- report writing
- research methods
- relevant terminology and definitions in hazard identification.

#### Required skills and attributes include:

- analytical skills to:
  - interpret and apply legislative requirements pertaining to disability access
  - interpret the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
  - interpret how the full range of environmental barriers impacts on people with disabilities (who may have any of many impairments)
  - evaluate the provision of access in relation to legislative requirements
- application skills to:
  - apply relevant codes of practice and other legislative requirements to work processes
  - apply and adhere to all OHS regulations, policies and processes in the workplace
  - apply disability awareness to work processes
  - maintain knowledge of current codes, standards, regulations, practices and industry updates
- communication skills to:
  - explain clearly information on issues relating to the provision of access
  - identify client needs
  - consult effectively with clients and colleagues
  - impart knowledge and ideas through oral, written and visual means

- interpersonal skills to:
  - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
  - provide advice in a sensitive and appropriate manner
  - facilitate change for greater awareness of disability access
  - analyse own work practices and process outcomes critically
  - adapt to new workplace situations
- literacy skills to:
  - assess and use workplace information
  - interpret building industry terminology and jargon
  - read and understand instructions concerning OHS and the use of equipment, tools and PPE
  - read and understand instructions for the placement and use of fixtures, fitment and furniture
  - read and record data
- negotiation skills to:
  - clarify client requirements
  - establish the contractual conditions with the client
  - establish the site access arrangements
- numeracy skills to:
  - undertake measurement tasks
  - perform calculations, such as those necessary to determine the provision of access
- organisational skills to:
  - prepare and administer documentation
  - implement organisational policies and procedures
  - respond to customer service expectations
  - prepare contracts and meet contractual obligations
- problem-solving skills to:
  - prepare advice on building fitout based on an analysis of the options available to provide appropriate access
- report-writing skills to:
  - prepare a building fitout report to meet the contractual requirements of the client
  - prepare a building fitout report that meets organisational requirements
- research skills to:
  - access sources of manufacturers' specifications on products that could be used in a building fitout to determine suitability
- teamwork skills to:
  - work effectively with other people
- technical skills to:
  - read and interpret plans and specifications
  - carry out measurements and calculations
  - select appropriate tools and equipment
  - safely handle tools and equipment
- technology skills to:

- apply information technology and computer skills to prepare working documentation and reports.
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## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

#### Overview of assessment

- This unit of competency could be assessed on its own or as part of an integrated assessment activity involving other competencies relevant to the job function.

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- A person who demonstrates competency in this unit must be able to provide evidence of:
  - recognising the needs and desires of people with disabilities to engage fully in all aspects of society, and their right to do so
  - interpreting accurately the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
  - interpreting accurately how the full range of environmental barriers impact on any of the impairments that people with disabilities might have
  - interpreting and applying anti-discrimination legislation for the provision of access
  - interpreting and applying other relevant legislation for the provision of access
  - reading and interpreting building plans accurately
  - using measurement tools correctly and recording collected data accurately
  - interpreting accurately manufacturers' specifications and advising on their suitability for providing practical access
  - preparing a building fitout report that complies with legislative requirements and fulfils contractual requirements
  - complying with OHS regulations applicable to workplace operations
  - applying organisational management policies and procedures, including quality assurance requirements.

**Context of and specific resources for assessment**

- Resource implications for assessment include:
  - a registered provider of assessment services
  - competency standards
  - assessment materials and tools
  - suitable assessment venue/equipment
  - workplace documentation
  - candidate special requirements
  - cost and time considerations.
- Validity and sufficiency of evidence requires that:
  - competency will need to be demonstrated over a period of time reflecting the scope of the role
  - where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
  - all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
  - where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
  - assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

***Relevant building legislation*** may include:

- Australian Standard AS1428.2-1992
- Building Code of Australia



**Organisational requirements** may be outlined and reflected in:

- Disability Discrimination Act (DDA)
- DDA Premises Standard
- DDA Transport Standard.
- access and equity policy, principles and practices
- business and performance plans
- client service policies, procedures and standards
- codes of conduct and codes of practice
- communication channels and reporting procedures
- communication of services offered
- complaint and dispute resolution procedures
- compliance with legislation, codes and workplace standards
- continuous improvement processes and standards
- defined resource parameters
- duty of care
- employer and employee rights and responsibilities
- ethical standards
- legal policies and guidelines
- OHS policies, procedures and programs
- organisational mission statement, goals, objectives, plans, systems and processes
- policies and procedures relating to the setting of fees and the negotiation and management of contracts
- policies and procedures relating to own role, responsibilities and delegation
- privacy and confidentiality policies and procedures
- quality assurance and procedures manuals
- records and information management systems and processes

style guides and other guides used to prepare documents.

**Appropriate person** may include:

- another member of the building fitout access team
- business partner or colleague
- staff member.

## **Unit Sector(s)**

### **Unit sector**

Access consulting